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STATE OF HAWAII
REAL ESTATE BRANCH
PROFESSIONAL AND VOCATIONAL LICENSING DIVISION
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
250 SOUTH KING STREET, ROOM 702
HONOLULU, HAWAII 96813
<http://www.state.hi.us/hirec>

September 15, 2000

Memorandum

To: Association of Apartment Owners (AOAO)

From: Real Estate Commission ("Commission")

Subject: Change of Information on the Condominium Association Registration Application

It is important that the information on your Condominium Association Biennial Registration Application is correct. In a number of instances, apartment owners, boards of directors, condominium managing agents, prospective purchasers, bond insurance underwriters, title companies, the mortgage industry, the Commission, tenants, legislators and the general public have used the information. The Commission mails information and educational materials to registered Association of Apartment Owners (AOAO). Any additional mailings due to incorrect addresses is charged to the Condominium Education Fund.

This office has received information that the information you previously submitted on the 1999-2001 Condominium Association Biennial Registration Application has changed.

The law requires that the AOAO report immediately in writing to the Commission any changes to the information contained on the registration or re-registration application, evidence of fidelity bond, or any other documents requested by the Commission. Failure to do so may result in termination of registration and subject the AOAO to initial registration again.

Enclosed is a Condominium Association Information Update Form to report changes. Please indicate the change(s) on the enclosed form. Feel free to copy the form and use it for reporting any future changes.

Your continuing cooperation and assistance in these matters are appreciated.

CONDOMINIUM ASSOCIATION INFORMATION UPDATE FORM

All information provided is public information. Changes are to be made by an officer of the condominium association. Please use a typewriter or print legibly in black ink.

Submit completed form to: DCCA – P&VLD
Real Estate Commission
250 S. King Street, Room 702
Honolulu, HI 96813

Name of Condominium Association: _____

The information provided on this form is current as of _____ and replaces the information previously provided to the Real Estate Commission ("Commission").

Please indicate the change being reported:

☐ **Names and positions of the officers of the association** (President, Secretary and Treasurer required):

☐ **Designated officer of the association who can be contacted directly:**

Name: _____ Title: _____

Officer's Public Address: _____

☐ **Management status:** (Check ONE only and fill in corresponding information)

☐ Self-managed by the Association of Apartment Owners (AOAO)

Name of manager: _____

Title: _____ Telephone No.: _____

☐ Managed by Condominium Managing Agent

Name: _____ CMA Reg. No.: _____

Contact Person: _____ Title: _____

Address: _____ Telephone No.: _____

☐ **Contact designation (individual) to receive all AOAO correspondence (except bulletins) and telephone calls from the Commission:** *(if different from above)*

Name: _____ Title: _____

Mailing Address: _____ Telephone No.: _____

I certify that I am authorized to sign this form on behalf of this condominium association, and that the information provided is true and correct.

Signature of association officer, developer or 100% sole owner of condominium project

Print Name

Date

Check one only:

- ☐ President ☐ Vice-President ☐ Secretary ☐ Treasurer
☐ Developer or Developer's Agent registering for unorganized association
☐ 100% Sole Owner of Condominium Project